



MARYPORT CHURCH OF ENGLAND PRIMARY SCHOOL

Learn, Achieve, Shine

'Teach children to choose the right path and when they are older they will remain upon it' Proverbs 22:6

Management Committee Terms of reference

The Committee shall advise the Governing Body in relation to its statutory obligations for the premises and finance and shall meet once a term or more if appropriate.

In respect of buildings the Committee shall:

1. Exercise delegated responsibility for the condition, repair, extension or alteration of premises.
2. Inspect annually the premises and grounds and prepare a statement of priorities for maintenance and development for the approval of the Governing Body.
3. Advise the Governing Body on major projects deemed to be necessary or appropriate.
4. Work with relevant partners and consultants to ensure that new buildings and improvements, as agreed with the Governing Body, are progressed, and where appropriate that the payments are made.
5. Act on behalf of the Governing Body in monitoring the implementation and progress of all building related plans.
6. Monitor the maintenance and upkeep of the school premises and grounds.
7. Where it is the responsibility of the Governing Body, to make recommendations to the Governing Body on the appointment of consultants or the providers of premises related services.
8. Determine the use of the school premises outside school session time including advice to the Governing Body on a possible charging policy which must be determined by the Governing Body.
9. Provide support and guidance to the Headteacher on all matters relating to the school premises and grounds, security and Health and Safety.
10. Ensure that arrangements are in place for the dissemination of Health and Safety information to all building users, including staff, pupils and visitors.
11. Review the school's Health and Safety policy as and when required and to advise along with the Headteacher, the Governing Body with regard to its compliance with Health and Safety Regulations.
12. Monitor accident reports and fire drills and where appropriate recommend and take advice on remedial action.
13. Ensure the school complies with Health and Safety regulations, including that a regular audit of risk assessment is undertaken and to take action where necessary.
14. Promote co-operation between all employees at the school to achieve and to maintain a safe and healthy workplace for staff and pupils.
15. Examine safety inspection reports and to make recommendations where remedial action is required.

In respect of finance the Committee shall:

1. Contribute to school development planning and regularly to review and monitor spending on priorities in the School Development Plan and, where necessary, make recommendations to the Governing Body;
2. To provide guidance and assistance to the Governing Body and Headteacher on all financial matters concerning the school;
4. When notification is received of the annual allocation of delegated funds, to prepare a final budget for the approval of the Governing Body and the submission to the LA each year.
5. To monitor income and expenditure of all delegated funds and make regular reports to the Governing body.

In respect of staffing the committee shall:

To draft and keep under review the staffing structure in consultation with the Headteacher.

- To oversee the appointment procedure for all staff.
- To establish and review a Performance Management policy for all staff*
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance Committee
- To consider any appeal against a decision on pay grading or pay awards
- To establish and review the policies for which the committee is responsible (see below).



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* The Headteacher Performance Review Group could be formed from this committee

Delegated Powers:

- Ensure that the Financial Regulations for the school approved by the Governing both are implemented incl completion and submission of SFVS
 - Prepare for the approval of the Governing Body and submission to the LA by the required date the final budget for each financial year.
 - Prepare a Lettings (including charges) Policy for the approval of the Governing Body and then to implement it, ensuring that the appropriate repayments from lettings are credited to the school budget.
 - Prevent spending exceeding the grand total of the annual budget and report to the Governing Body if there is a possibility of overspend.
 - Receive and, where appropriate, respond to periodic audits of delegated funds.
 - Ensure the annual audit of any other funds (e.g., the School Fund") operated by the school.
 - To establish and review the policies for which the committee is responsible (see below).
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- Where necessary to call a special meeting of the Governing Body.

Disqualification – Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

Name of Governor
Joanne Ormond
Sue Carruthers – committee chair
Steve Newton
Julie Batsford
Adrian Kirkbride
Clerk to the committee - Rebecca Williamson
Quorum (minimum of 3, committee can determine higher number) 3

Policies for which the Management Committee is Responsible:

Health & Safety and Welfare	Charging & Lettings School Access Plan
Teacher's Pay	Complaints
Appraisal	Capability
Collective Disputes	CPD
Introduction of new staff	Abuse against staff
Staff Discipline – Conduct & Grievance	Staffing Structure
Whistle Blowing	Equalities
Sickness Absence	Single Central Record of Recruitment, Vetting & Barring
Code of Conduct	